

### **SENIOR VICTIM AND WITNESS ADVOCATE**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in managing the more difficult and complex cases in providing social services and support assistance to victims and/or witnesses impacted by criminal activities and/or violent crimes; acts as their advocate within the criminal justice system; serves as lead advocate; exercises initiative and independent judgment in applying laws, regulations and policy; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Receives, assesses and analyzes social, physical, psychological, financial and other needs of victims and witnesses of crimes; maintains resource materials identifying available counseling and treatment programs; provides crisis intervention, counseling, social services referrals and disposition information, criminal justice system information and witness advocacy; makes appropriate referrals for counseling, housing, shelter, legal assistance and other services, as needed; provides follow up counseling and social service referrals; participates in the development of program policies and procedures for services.

Identifies and places affected parties in appropriate settings, counseling programs, social or other services; assists in gathering information, facts and evidence related to criminal activities, accidents or other incidents; provides information on services available; maintains contact and serves as liaison between Navajo Nation, federal and state courts, law enforcement agencies and social services agencies; coordinates services with law enforcement, health and social services agencies; drafts orders, reports and other documents required to initiate services.

Provides protection and/or services to meet other victim, witness and family member needs; assists victim in filing compensation forms, victim/witness statements and other documentation pertinent to case; transports and accompanies victims and witnesses to court and/or other locations; maintains assigned cases of victims and witnesses, including detailed documentation and appropriate statistical information; provides education on the criminal justice system; conducts educational presentations on program for community groups and schools; may supervise subordinates in the delivery of services; attends meetings, training and conferences.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation and applicable state and federal statutes, rules, administrative orders, policies and procedures and case law.

Knowledge of the theories, principles and practices of social services, psychological, economical and other behavioral and social science disciplines.

Knowledge of the principles, practices and techniques of interviewing.

Knowledge of community, social and related resources, services and providers.

Knowledge of the basic principles of case, file and records management.

Knowledge of court processes and legal terminology.

Skill in effectively assessing, analyzing, recommending and applying appropriate community, social and/or related services, resources and/or providers.

Skill in communicating and providing reports and other documents for internal and external dissemination.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with others.

THE NAVAJO NATION

Class Code: 3709  
Community Education and Counseling Series  
Social Science and Welfare Group  
Overtime Code: Exempt  
Pay Grade: 64

### **SENIOR VICTIM AND WITNESS ADVOCATE**

Ability to assess the biopsychosocial needs of victims/witnesses of violent crime.  
Ability to train and supervise subordinates and volunteers.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels and working on an on-call basis.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and three (3) years of responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities; or a Master's degree in Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and one (1) year responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.